

June 8, 1978

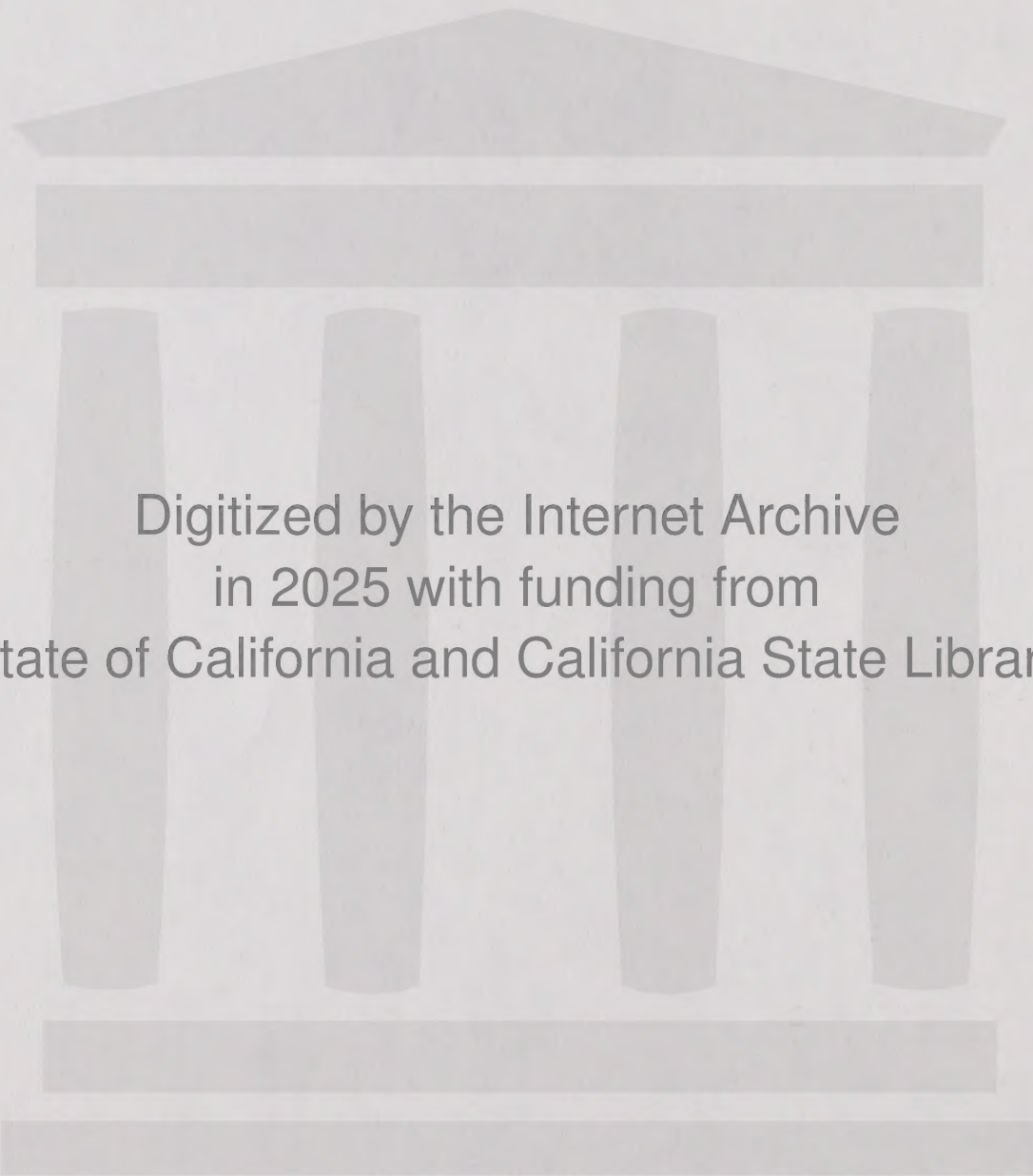
TO: ALL CITY EMPLOYEES

FROM: NORMAN R. KING, CITY MANAGER

SUBJECT: PROPOSITION 13 CONTINGENCY PLAN

As you are aware, the proposition 13 "contingency plan" for the City of Claremont has been discussed by the city council at various times over the past three months. As of this date, it is anticipated that approximately 35 full-time positions and part-time positions must ultimately be terminated if proposition 13 goes into effect. In addition, it is quite possible that a number of CETA positions will have to be terminated because of federal regulations. This memorandum will describe the termination situation as we know it at this time.

1. There are presently 10.5 vacant positions among the 33.75 positions that must be cut. There are four additional vacant positions to which a terminated employee might be transferred. Thus, we can anticipate, as of this date, approximately 20 present full-time employees of the city being potentially terminated because of proposition 13 cutbacks.
2. I will be recommending to the city council that all group I and group II city employees who will be given notices of termination be given approximately a three-month notice effective from July 1, 1978. It is hoped that during this time other vacancies will occur which will, of course, reduce the number of persons who must actually be terminated.
3. Whereas I will recommend a minimum notice of three months, there may be some variations from this policy with certain positions extended for a longer period of time in anticipation of future retirements or future vacancies within a particular department.
4. Prior to informing any employee of possible termination, my office will issue a formal layoff procedure. Tenure with the city will not be an exclusive factor in arriving at a termination decision.
5. The council has given tentative direction in regard to the reduced levels of service necessary as a result of proposition 13, and thus the number of terminated positions. This list is subject to revision pending further council determination and the possibility of either the necessity for additional or fewer cutbacks. At the present time, the following full-time positions would have to be terminated if proposition 13 goes into effect:



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TENTATIVE POSITION CUTBACKS (This list is subject to change.)
Number of Present Number
Positions Affected of Vacancies

Position

Administrative Services		0
Administrative Analyst	.5	0
Clerk Typist	1.0	0
Intermediate Account. Clerk	1.0	0
	2.5	0
Community Development		1.0
Associate Director of C.D.	1.0	0
Code Enforcement Officer	1.0	1.0
	2.0	
Police Department		0
Civil Defense Coordinator	.5	0
Parking Enforcement Officer	.5	2.0
Communications Officer	1.0	.5
Police Aide	.5	0
Police Officer	4.0	0
	6.5	2.5
Community Services		1.0
Administrative Analyst	.5	0
Clerk Typist	.75	0
Supervisor (Motor Fleet)	1.0	1.0
Maintenance Foreman	.5	0
Craftsman II	2.0	0
Craftsman I	1.0	0
Custodian	2.0	0
Sweeper Operator	1.0	0
Park Foreman	.5	1.0
Park Leadman	2.0	0
Groundsman II	3.0	1.0
Groundsman I	3.0	1.0
Tree Trimmer I	1.0	1.0
	18.25	5.0
Human Services		1.0
Analyst/Coordinator	1.0	0
Clerk-Typist	.5	0
Human Services Supervisor	1.0	1.0
Senior Community Aide	1.0	0
Community Aide	1.0	0
	4.5	2.0

TOTAL 33.75 10.5

In addition to the above 10.5 vacancies, there are four vacancies in non-affected positions to which a terminated employee possibly could be transferred.

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